

## CERTIFIED MEDICAL SERVICE ASSISTANT

This position will function under the supervision of the Medical Director for general clinical support duties, and the Executive Director for administrative issues.

### EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Prepare and room patients.
2. Manage lab specimens – preparation, mailing, filing and follow-up.
3. Provide phone triage and follow-up under direction clinical supervisor.
4. Assist provider in the completion of EKGs, Holter monitors and other screening tests.
5. Schedule diagnostic tests, consults and procedures with referral physicians.
6. Assist clinical provider in minor surgical procedures.
7. Provide injections and immunizations under direction of the physician and complete all necessary documentation.
8. Stock rooms and maintain inventory.
9. Perform phlebotomies and other CLIA-waived testing as may be required.
10. Manage record requests and receipts from pharmacies and other medical specialists.
11. Assist with quality assurance activities.
12. Manage the Pharmaceutical Assistance Program for FCHC patients.
13. Provide back-up support to front office staff.

### MINIMUM REQUIREMENTS

#### Education:

Graduate of a Medical Assistant training program. Montana Certification as a Medical Assistant

#### Experience:

Preference will be given to persons with previous medical assistant experience in a clinical setting.

#### Knowledge, Skills and Abilities:

Knowledge of current clinical practice standards, including universal precautions.

Ability to understand and disseminate information relating to the operation of the Health Center; maintain effective working relationships with staff and public; communicate effectively verbally and in writing.

### CLASSIFICATION

Medical Service Assistant – Grade 3